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Assistant Director for Operations

9 August 1957

Chief, Foreign Documents Division

FDD Monthly Progress Report -- July 1957

ADMINISTRATION

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1. The number of personnel charged against ceiling as of 31 July was [REDACTED]

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2. On 10 July informal discussions were held with [REDACTED] of Personnel Evaluation Division/OP concerning the grading pattern of FDD positions.

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3. On 2 July, Chief, FDD, briefed [REDACTED] on Division operations.

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4. The Deputy Director/Support on 11 July approved the T/O for the Washington Field Office [REDACTED] a Chief, Deputy Chief, three Case Officers, and an Administrative Assistant.

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5. Discussions were held on 15 July with [REDACTED] Chief, Personnel Assignment Division/OP, relative to transfer of [REDACTED] linguist currently assigned to Office of Personnel, to FDD for a 90-day period.

6. On 25 July agreement was reached with Contact Division on procedures for coordinated processing and publication of foreign-language documents procured by that Division.

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7. Arrangements were made on 26 July with [REDACTED] Language and Area School/OTR, for FDD personnel to assist in drawing up proficiency tests in various languages for OTR on an overtime basis.

8. The Linguist Service outpost in Barton Hall was placed on a part-time basis on 12 July.

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9. On 22 July, Deputy Chief, FDD, spoke on FDD operations at the 11th Intelligence Orientation Course. 25X1A

25X1A 10. FDD Intensive Italian Course No. 2 under [REDACTED] began on 9 July with eight students, four of whom are DD/P personnel.

25X1A Over 100 FDD personnel participated in Creative Thinking ("Brainstorming") seminars conducted by the Deputy Chief, FDD.

11. [REDACTED] DD/I representative to CINCPAC, Honolulu, was briefed on Far East Branch operations by Acting Chief, BF. 25X1A

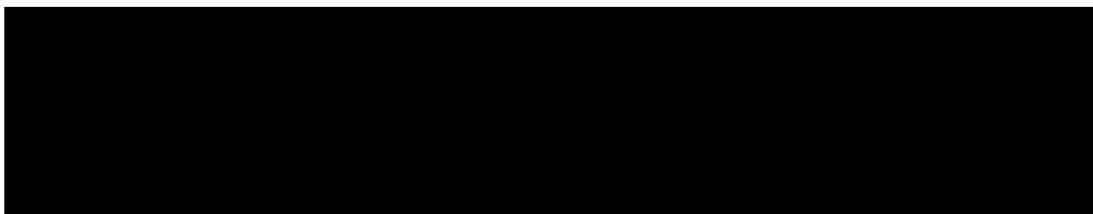
25X1A 12. [REDACTED] returned from 30-day TDY in [REDACTED] for DD/P on 11 July.

13. As of 29 July the Administrative Staff discontinued handling of Credit Union matters; henceforth employees will conduct such business via inter-office mail.

#### OPERATIONS

1. The 85th meeting of the Subcommittee on Exploitation of Foreign Language Publications was held on 26 July. The review of the nonscientific USSR program was concluded and the review of the Eastern Europe program was begun.

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Contractors submitted 2554 draft pages and 28 reports were dispatched to the printers. During the month, 17 reports totaling 395 pages were published. Nine translation service requirements were completed during July. [REDACTED] total of 119 requirements of which 56 are for exploitation and 63 for translation service.

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3. Reference to the CTS Index prevented 51 cases of duplication totaling 2,789 pages. 25X1A

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4. On 26 July, [REDACTED] met with representatives of OCI, [REDACTED] and Biographic Register, OCR, to discuss transliteration of Arabic proper names with a view toward standardizing Agency usage.

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5. Procedures were set up with [REDACTED] of NSA on 9 July covering use of FDD material in NSA reports [REDACTED]

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6. On 8 July, coordination was effected with [REDACTED] International Organizations Division, DD/P, to avoid duplicate contracting in the field.

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7. Arrangements were completed through [REDACTED] OSI, for simplified handling of OSI translation requests.

8. On request of State Department, a 100-page translation of an important speech by Jiri Hendrych, Czech Central Committee member, was completed within three days.

9. Far East Branch personnel conducted a series of conferences over a four-week period with representatives of various divisions of ORR to determine how best the branch might support the ORR Economic Area Research program for FY 56.

10. Discussions held with Division of Biographic Information/State Department, Biographics Register/OCR, and OCI resulted in agreement that FDD would no longer furnish Chinese Communist biographic coverage in the political and sociological fields since these areas are satisfactorily covered by the Hong Kong Press Monitoring Unit.

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11. Commendations

From Chief, Acquisition Branch, CIA Library, for [REDACTED] for assistance in organizing the Library's collection of Chinese periodicals.

12. Liaison activities (other than CIA)

Department of State

With Division of Research for Near East, South Asia, and Africa, Mr. Harold Glidden, to clarify a requirement concerning a Near East press survey.

13. Special services rendered:

Office of Training -- Tested an applicant in oral Korean; corrected and graded several Japanese language examinations.

Office of Central Reference -- For Graphics Register, monitored Chinese and Japanese films.

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Office of Security -- For Security Support Division,

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DD/P -- For Technical Services Staff, provided special Arabic and German documentation support.

Office of Research and Reports -- [REDACTED] provided on-the-spot translations from a new Rumanian statistical yearbook for several analysts over a two-day period.

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14. Outstanding reports:

FDD Summary No. 1400 -- Annual Report on USSR Republic Budgets (4) (includes recommendations of the budget commissions and the budget laws for 15 Soviet Republics for 1957)

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[REDACTED] Information on Soviet Institutions, Personalities, and Current Development in Symbolic Logic (produced in response to priority request from DD/P; first attempt to systematize information on this subject)

FDD Summary No. 1402 -- Weekly Economic Report on Eastern Europe (151) (electric power in Yugoslavia: distribution of water power potential and description of power plant systems, p 50 ff)

J. J. HAGHALL

Enclosures: 2

1. Statistical Report on FDD Operations
2. Details of Personnel Actions

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